CBS Thurles I.C.T. &Social Media Responsible Use Policy

CBS THURLES

Mission Statement

'Thurles CBS is a place of learning where students are prepared for adult life, academically, emotionally, spiritually and culturally.

We strive for a safe environment, free from bullying. We aim to promote the Christian values inspired by the vision of Blessed Edmund Rice.

We seek to create an atmosphere of respect for the needs and talents of all members of our school community, while challenging all to reach their full potential'.

Ethos
As an Edmund Rice School, CBS Thurles seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

● Nurturing faith, Christian spirituality and Gospel-based values
● Promoting partnership in the school community
● Excellence in teaching and learning
● Creating a caring school community
● Inspiring transformational leadership

Rationale

CBS Thurles recognizes that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life.

Objectives of using ICT:
● that every student develops the necessary ICT skills and understanding to make their contribution to the economy and society of their future.
● that students' learning in all areas is enhanced and enriched.
● that the range of teaching strategies is broadened, to increase effective teaching , and particularly in providing better access to the curriculum for pupils with Special Educational Needs.
● that students take more responsibility for their own learning.
● that students develop positive attitudes towards ICT.
● that students learn the basic computer applications.
● to allow access to a wealth of electronic resources on the Internet.
● to use all available hardware and software resources to ensure the effective and efficient administration of the school.
● that staff develop necessary ICT skills and understanding to make their contribution to the development of the school academically and administratively.

To that end, CBS Thurles provides access to ICT for student and staff use. This Responsible Use Policy outlines the guidelines and behaviours that our students and staff are expected to follow when using school technologies, or when using personally-owned devices, on the CBS Thurles campus or at CBS Thurles organised activities. When using ICT, users are expected to understand the risks, act responsibly, and be accountable for their actions.

Technologies Covered
CBS Thurles may provide students and staff with internet access, desktop computers, digital imaging equipment, laptop, tablet or mobile devices, video-conferencing capabilities, virtual

learning environments (VLEs), online collaboration capabilities, online discussion forums, email, various appropriate educational software, and more.

As new technologies emerge, CBS Thurles may provide access to them also.
The policies outlined in this document are intended to cover all technologies, online and offline, that may be used in the school, not just those specifically mentioned.

Legislation
There is no specific legislation governing internet safety at school level. This is complicated by the fact that the Internet functions in a global context, whereas the law functions in a localised one. The following pieces of legislation, however, have relevance to internet safety and use of electronic media:

● The Child Trafficking and Pornography Act, 1998
This Act legislates against anyone who knowingly produces, prints, publishes, distributes, exports, imports, shows, possesses or sells child pornography.
● The Interception of Postal Packets and Telecommunications Messages Regulation Act, 1993.   This Act stipulates that telecommunication messages can be intercepted for the purpose of   an investigation of a serious offence.
● The Video Recordings Act, 1989. This prohibits the distribution of videos which contain obscene or indecent material which may lead to the depravation or corruption of the viewer.
● The Data Protection (Amendment) Act, 2003. This Act was passed to deal with privacy issues   arising from the increasing amount of information kept on computer about individuals.
● The Teaching Council Act, 2001. This Act establishes the Council, and its Code of Professional Conduct, for teachers, covering use of technology, and communication via electronic media, by teachers.

CBS Thurles ICT Network
The CBS Thurles computer network is intended for educational purposes

● All activity over the network may be monitored and retained.
● Access to online content via the network is restricted in accordance with our policies and the Department of Education and Skills through its agency, the PDST Technology in Education
● Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a student believes it shouldn't be, the student can ask his teacher to submit the site for review. This is done via the PDST Technology in Education filtering service "BrightCloud".
● Students are expected to follow the same rules for good behaviour and respectful conduct

online as offline – these rules are found in the CBS Thurles' existing Code of Behaviour and Anti-Bullying policies.

● Misuse of school resources may result in disciplinary action.

● CBS Thurles makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.

● Students are expected to alert their teacher immediately of any concerns for safety or Security.

● Any concern reported by a student, or noticed by staff, must be reported to the ICT Coordinator immediately.

● Changes to the web filter level, or temporary suspension of web filtering for staff training or adult education, must be agreed and authorised by the Principal and the ICT Coordinator.

● Staff should use any PC that has unrestricted or low-level web filtering with caution, and ensure that no obscene, illegal, hateful or otherwise objectionable materials are accessed, downloaded or displayed.

Security
The continued availability and integrity of the school network is of paramount importance.

● Attempting to breach or circumvent security, or permitting another person to do so, is prohibited. The express permission and active participation of the ICT Co-ordinator must be sought before any device is connected to CBS Thurles' networks. This includes but is not limited to servers, workstations, printers, modems and other network devices.

● Users may not alter or copy a file belonging to another user without first obtaining permission from the owner of the file. Users may not use the computer system to pry into the affairs of others by unnecessarily reviewing their files.

● Each user is responsible for ensuring that the use of outside computers and networks such as the Internet does not compromise the security of CBS Thurles' computer resources. This duty includes taking reasonable precautions to prevent intruders accessing CBS Thurles' network or VLEs without authorisation and to prevent the introduction and spread of viruses.

● The school reserves the right to read all memory and storage devices, and to check them for viruses.

● Users have the responsibility to log-off after each use of a password-protected computer resource to prevent others from accessing resources or access privileges.

Privacy and Passwords

The computer resources, and the computer and email accounts given to users, are to assist them in the performance of their work. Users do not have privacy, nor should they

have an expectation of privacy, in anything they create, store, send or receive on the computer systems.

● CBS Thurles has the right, but not the duty, to monitor any and all aspects of its computer systems, and may use human or automated means to monitor use of its computer resources. CBS Thurles may, as a requirement of system maintenance, delete files that are determined to be non-essential.
● Staff and students have usernames and passwords, for access to electronic resources and email facilities, which should not be given to anyone else. Users are responsible for safeguarding their passwords, and are responsible for all actions made using their user account. If a user suspects that the security of an account has been compromised, this should be reported to the ICT Co-ordinator immediately.
● Use of passwords to gain access to the computer system does not imply that users have an expectation of privacy for the material that they create, send or receive on the school's computer systems.

Viruses and Malware
Students are expected to take reasonable safeguards against the transmission of security threats over the school network.

● This includes not opening or distributing infected files or programmes and not opening files or programmes of unknown or untrusted origin.
● If a student thinks that a website does not look right, the teacher must be informed.
● If a student believes a computer or mobile device being used might be infected with a virus, the teacher must be alerted immediately. He must not attempt to remove the virus himself or download any programmes to help remove the virus.
● Students should not download, or attempt to download, or run, .exe programmes over the school network or onto school resources. Students may be able to download other file types, such as images or videos. Such files should only be downloaded from reputable sites, and only for educational purposes.

Netiquette
Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment. To this end:

● Students should always use the Internet, network resources, and online sites in a courteous and respectful manner
● No-one will undertake any actions that may bring the school into disrepute.
● Students and staff should not violate the copyrights of material used, and should be mindful of Creative Commons practices.
● Students should also recognize that among the valuable content online is unverified,

incorrect, or inappropriate content. Students should use trusted sources when conducting research via the Internet

● Students should not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it is fully available and cannot be removed; ownership of the information may have been relinquished, and it can sometimes be shared and spread in ways never intended.

● Students may not post any work, images, sound or movie recordings into public forum, without the express permission of the teacher.   CBS Thurles email, Social Media, and online collaboration CBS Thurles recognises that online collaboration is essential to education and may provide students with access to a variety of online tools that allow communication, sharing, and messaging amongstudents and staff.

● CBS Thurles may provide students and staff with email accounts for the purpose of school-related communication. Availability and use is restricted based on school policies. Email accounts should be used with care. Email usage may be monitored and archived.

● Users are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline.

● Online communication with teachers may only be made using the @cbsthurles.ie email addresses, or a permitted VLE, such as Edmodo.

● Use of school networks, email accounts, servers and/or equipment for financial or commercial gain, or for illegal activity, is prohibited.

● Staff should not respond to any non-educational contact made by a CBS student: friend request, text message, email using any non-school address or regarding any non-educational matter. Any concern should be raised with the Designated Child Protection Officer CBS Thurles' own mobile devices CBS Thurles may provide students with mobile computers, digital recorders, cameras or other devices to promote learning both inside and outside of the school.

● Students should abide by the same Responsible-use policies, when using school devices off the school network, as on the school network.

● Students are expected to treat these devices with respect. They should report any loss, damage, or malfunction to their teacher staff immediately. Students may be financially accountable for any damage resulting from negligence or misuse.

● Use of school-issued devices will be monitored.

Mobile devices in the possession of CBS Thurles students
Students may use personally-owned devices (e.g. laptops, tablet-computers, digital-cameras, and
smart-phones) for educational purposes, if explicitly permitted by their classroom teacher.

● Appropriate online behaviour and adherence to the Responsible Use Policy should always be used.

● CBS Thurles do not accept responsibility for the loss of or damage to students' own technologies. Protective cases, as directed by the school, must be used. Students are

responsible for the good care of the device, and in particular, its screen. Devices must not be subjected to extreme hot or cold, or moisture.

● It is a user's responsibility to keep devices safe and secure. Lockers must be used during all break times.
● It is a user's responsibility to keep devices in good working order, with batteries fully charged and ready to use in school.
● Device memory space is limited; academic apps and content must take precedence over personal files and apps.
● Sufficient memory must be available for educational activities as directed by teaching staff. Students must delete any apps, files or data considered to be not for school-directed educational activities, if it impedes the device's effective operation for school work.
● CBS Thurles may require students to install applications as directed.
● Students must use and position any device in the manner as directed by staff.
● CBS Thurles reserves the right to monitor the use, and inspect the contents, of any mobile device used in school. CBS Thurles reserves the right to confiscate devices to ensure compliance with this Responsible Use Policy; devices must be surrendered immediately, without alteration, upon request by any member of staff.
● CBS Thurles reserves the right to control devices and their settings, and require that devices have certain settings and profiles in place. Attempts to circumvent restrictions are not permitted, and are subject to disciplinary action.
● Students using their own technology (with or without internet access) in school in the following ways will be in direct breach of the school's Responsible Use Policy, if:

1. leaving a device turned on or using it in class, unless explicitly permitted by their classroom teacher,
2. sending nuisance messages via mobile or social networks,
3. the unauthorised taking of images, still or moving, and the unauthorised recording of sound, with any device.
4. accessing, sending, receiving, uploading, downloading, distributing, or storing offensive, threatening, hateful, obscene, sexually explicit, illegal or otherwise objectionable materials.

● CBS Thurles is not responsible for the financial or other loss of any personal files that may be deleted from a mobile device.
● Students must not use devices in school corridors, on journeys to and from school, or outside school buildings, unless with a teacher's permission.
● If a required device is left at home, or is not charged, the user remains responsible for completing all schoolwork as if they had use of their device.
● Malfunctions or technical issues are not acceptable excuses for failing to complete school work, unless there is no other means of completion.
● The whereabouts of devices should be known at all times.

● Appropriate security, including passwords and codes, must be set on the device to prevent other users from misusing it.
● Devices belonging to other users are not to be tampered within any manner.
● Any attempt to destroy hardware, software or data will be subject to disciplinary action.
● Devices used within the school may not be altered or "jail-broken", whereby manufacturer- installed limitations or profiles installed by Apple or CBS Thurles, or its agents, are removed.
● If a device is found unattended, it should be given to the nearest member of staff.
● A device should be clearly identifiable; students may be directed to create appropriate lock-screen images, with full name included, to assist quick identification.
● If a device is lost, stolen, or damaged, the ICT Co-ordinator or Principal must be notified immediately.

School Website: cbsthurles.ie
Students may be given the opportunity to publish projects, artwork or school work on the Internet.

● The publication of student work will be co-ordinated by a teacher, and will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without express written permission.
● Students will continue to own the copyright on any work published.
● Photographs, audio and visual clips will focus on group activities and not on individual students. Personal student information including home address and contact details will be omitted from school web pages.

Plagiarism

Students should not plagiarise content (copy or use as your own without citing the original creator), including words or images, from the Internet.

● Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author
● The school may check for plagiarism using online tools as are available for such purposes
● The school will encourage students who create original content to claim ownership of it using a Creative Commons licence. (see creativecommons.org/licenses/)

Personal Safety
Students are expected to take responsibility for their personal safety, and should never act in a way that may compromise his, or another's, safety.

● If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the immediate attention of a teacher if you are at school; and a parent / guardian if you are at home
● Students should never share personal information about themselves or others, including phone numbers, addresses, PPS numbers and birth-dates over the Internet without adult permission
● Students should never agree to meet in real life someone whom they meet online, without parental permission.

Cyber-bullying (See Anti Bullying Policy)

Harassing, flaming, denigrating, trolling, impersonating, outing, tricking, excluding, cyber-stalking and creating memes are all examples of cyber-bullying.

● Such bullying will not be tolerated in CBS Thurles
● Students must not send emails or post comments or photos with the intent of scaring, embarrassing, hurting, or intimidating someone else
● Engaging in any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges
● In some cases, cyber-bullying is a crime
● Students should remember that activities are monitored and retained
● The school will support students, teachers and parents in dealing with cyber-bullying. CBS Thurles   is committed its Child Protection Policy, and to the "Child Protection Procedures for Primary and Post-Primary Schools (Circular 0065/2011)". CBS Thurles will act as required by the Department of Education and Skills, the Department of Children and Youth Affairs, the Department of Justice and Equality and the Health Service Executive.

Responsibility

It is the responsibility of every user to ensure full compliance with the procedures and guidelines laid down in this policy. Failure to do so may result in disciplinary procedures. Misunderstanding of the provisions of the policy will not be considered to be an adequate response as to why a prohibited activity was performed. If a user is uncertain about whether an activity is admissible under this policy, they should contact the ICT Co-ordinator for clarification.

Violations of this Responsible Use Policy
Violations of this policy in CBS Thurles may have disciplinary repercussions, including:

● Suspension of network and computer privileges
● Notification to parents in most cases

- Detention or additional duties
- Suspension from school and/or school-related activities
- Expulsion
- Reporting of behaviour to law-enforcement agencies
- Legal action and/or prosecution

In the event of any disciplinary action, the completion of all class work remains the responsibility of the student.

Approval

This policy has been approved by CBS Thurles Board of Management.

Signed: _____   Date:_____
    Chairperson, Board of Management